



Minutes of Tuesday, November 13, 2007

1. Call to Order:

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the Bailey Science Center Room 3026. Members present: *Denise Bogart, Sharon Butcher, Bob DeLong, Steve Fesler, Bobby Flowers, Diane Guess, Richard Hammond, Bob Lee, Yvonne LeRoy-Landers, Robin Smith, Terence Sullivan, John Wright, Shana Yorkey and one guest, Becky Murphy. Quorum Attained. The following members were absent: *Nolan Argyle, Debra Davis, Mike Hamm (sent Proxy), Verna Harvey (sent Proxy), and *Christine James, Mike McKinley (sent Proxy), and Tim Yorkey (sent Proxy). * Signifies non-elected members. **Please send proxy if you can not attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. SPECIAL ORDER OF THE DAY:

Denise Bogart presented information on VSU's Employee Self-Service website. The paperless process has been implemented. No more pay advices! Employees can check to make sure their personal information is correct, as well as, make necessary changes. COSA representatives were requested to encourage employees to use the website. 20% of all VSU employees are actively using it. Logging on will not be enough, we need to actually go in and check our personal info. How often and how many employees who are using the website can and will be tracked.

Becky Murphy distributed handouts and posters to advertise the Employee Self-Service. She announced that there will be locations to assist employees how to access and use the website. These dates will be published when they become finalized. Also, anyone who has direct deposit will be able to printout their pay advices. Any employee who receives a paper check will continue to receive their check and will also be required to access the Employee Self-Service. Password will need to be changed after each 180 days. The website will shut down for maintenance each night at 11:00 p.m. until 7:00 a.m. Employees will not be able to access their info during that time.

Employee Self-Service information will be attached to pay advices at the end of the month. COSA representatives PLEASE get the word about using the Employee Self-Service!

3. Approval of the Minutes from October 9, 2007:

Minutes was approved after requested changes were made.

4. Approval of Treasurer's Report: Yvonne LeRoy-Landers

Yvonne LeRoy-Landers reported that the Fund 10 account has two pending activities. As of 11/07/07, the estimated ending balance is \$1,517.08. The VSU Foundation Discretionary Account ending balance is \$1,982.32 as of 10/30/07. The Retirement Walkway Account ending balance is \$11,374.94 as of 10/31/07.

5. Standing Committee Reports:

A. *Membership Committee* – Bobby Flowers

B. *Employee of the Semester (EOS)* –Robin Smith

Southeastern Credit Union has volunteered to donate \$200.00 for the Employee of the Semester elections. In turn, they would like recognition of this donation. Bobby Flowers spoke with Jim Black and he supports this effort. The next step is for Bobby Flowers to present the plan to President Zaccari. We need to encourage our managers to recognize staff members of their departments. Robin Smith made a request to select the fall 2007 semester recipients next March 2008, instead of February 2008, to give the EOS committee more time to prepare. She stated that staff, as well as managers, can nominate staff. The EOS Committee has only two members. Becky Murphy and Yvonne LeRoy-Landers have volunteered to help. Becky Murphy mentioned the World Class Employee event in which the Employee is voted by the Valdosta Community.

C. Elections – Mike McKinley

Next election is April 2008. More than one person can be voted for on one ballot.

D. Staff Appreciation Day Committee –

Chair-Elect Committee has not met. Chair-elect has not been voted on yet.

1. COSA ON THE MOVE:

Chili cook-off went great. Twenty-one teams competed. John Wright and his team won first place. Robin Smith's boss won second place. Congratulations to both teams!

2. FUNDRAISERS:

No fundraisers are planned at this time.

E. Welfare Committee – Bobby Flowers

1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey

By the end of the month the database should be up to date and available online with all names in Alpha order.

2. BENEVOLENCE – Shana Yorkey

No activity.

F. Policy Committee – Bob Lee

Three members were present at yesterday's meeting, 11/12/07. There will be a joint Election and Policy Committee meeting on 11/20/07. Bob Lee will send reminder emails. These meetings need more attendance! There will be discussion of definitions of committees and guidelines of committees.

G. Environmental Issues (EIC) – Bob Lee and Steve Fesler

1. RECYCLING – Steve Fesler

We need to combine our efforts to heighten the awareness and importance of recycling on campus. Bobby Flowers discussed the building of Hopper Hall and how they will take care to not destroy the beautification already in place.

6. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

No report for Parking and Transportation this month. Mike McKinley was attending the Career Fair. It was reported that two new buses and new parking lots will soon be available. Info will be distributed next month to help students adjust more easily next semester.

b. Goal Monitor Report – Verna Harvey

Verna Harvey was unable to attend but sent handouts on our progress of COSA goals.

c. Wellness – Bob Lee

Free Aerobics classes are available on Monday, Tuesday and Thursday from 5:45 a.m. until 6:45 a.m.

Weight Watchers- Bob Lee reported that weight watchers is in their 9th week. The group has 22 members with a total loss so far of 166.8 pounds and 8 weeks to go. You may join at anytime. In Mid-January this group ends and a new one will start up immediately following it.

Benefits Fair-

March 20, 2007: 8:00 a.m. glucose test will be available. The benefits fair will be from 9:00 until 11:30 a.m. Becky Murphy announced that a Smoking Cessation course is in the works.

- d. **Commencement** – Bob Lee
Volunteers needed! There will be one graduation on Friday night Dec. 7th and three on Saturday Dec. 8th. They will be 3-hours.
7. **Report from the Chair** – Bobby Flowers
- a. **Academic Scheduling / Procedures** – Bobby Flowers
Committee has met and set 2009 and 2010 calendar. July 3, 2009 will be taken as the July 4th holiday since it falls on Saturday. July 4, 2010 is still up for discussion. Dates will be listed instead of total mandatory hours for holidays.
- b. **Faculty Senate** – Bobby Flowers
No new information was presented.
- c. **University Council** – Richard Hammond
Richard Hammond discussed all the construction that will take place in VSU's near future, as well as, each timeline with each site.
- d. **State Staff Council** – Bobby Flowers
No report.
8. **Unfinished Business**
Election for Chair-elect was completed. Sharon Butcher was nominated and elected as Chair- elect. John Wright was nominated but declined due to prior responsibilities. Bob DeLong was nominated but due to not serving a year, does not qualify as of yet.
HERO program-Advertisements (posters) have been dispersed.
Faculty/Staff and SCCP Campaigns are winding up. Deadline is Nov. 22, 2007.
A suggestion was made to replace ID cards without cost due to damage. Bobby Flowers will check into this further. A suggestion was made that all employees wear ID cards due to security purposes. If agreed upon, it should be in writing. The Chair asked Bob DeLong to look into what other schools are doing as far as wearing ID cards and the replacement of them. Bob agreed and will give a report of his findings at the next COSA meeting on the 11th of December.
According to Jim Black on December 31st Doing What's Right will go into effect.
9. **New Business**
Election for COSA's Public Relations Officer
10. **Other Business**
11. **Reminders** – Encourage more participation at VSU events.
Use your online employee self-help site.
Help promote the HERO program.
Diversity survey is online. Encourage employees and students to participate.
12. **Adjournment** – The meeting was adjourned at 10:30 a.m.

Next COSA meeting will be in the BC Room 3026 on Dec. 11, 2007 at 9:00am.

Respectfully submitted,

Diane Guess
Secretary, Council on Staff Affairs